

CALIFORNIA AIR RESOURCES BOARD

CALIFORNIA REFORMULATED GASOLINE ELECTRONIC REPORTING USER'S GUIDE FOR IMPORTERS

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For PM spreadsheets Version 5-31-06

CALIFORNIA REFORMULATED GASOLINE ELECTRONIC REPORTING USER'S GUIDE FOR IMPORTERS

OBJECTIVE

To assist importers of California Reformulated Gasoline (CaRFG) in complying with the reporting requirements of the CaRFG Regulations.

INTRODUCTION

This user's guide provides importers of CaRFG (finished gasoline and CARBOB) with standardized notification forms and information about e-mailing their notifications to the California Air Resources Board (CARB).

Through the use of these spreadsheets, the information required by the regulation can be sent to CARB electronically for electronic downloading into CARB's tracking system. This procedure expedites data handling and reduces or eliminates data entry errors. Therefore, CARB encourages all importers of CaRFG to use electronic reporting.

This Version (5-31-06) includes the electronic notification of diesel and allows as many notifications on the same day as you need to.

PROCEDURE

There are three spreadsheets available to the Importers:

Phase 3 CARB for Importers Version (5-31-06).xls
Phase 3 CARBOB for Importers Version (5-31-06).xls
DIESEL for Importers Version (5-31-06).xls

Each file contains several worksheets. The worksheets that are assigned for entering data and to report to CARB are visible to the user. The remaining worksheets that compute the emissions calculations and model predictions are hidden from view.

In general, the user chooses the appropriate spreadsheet and enters the information about the fuel into the worksheets. If the Predictive Model calculations state that the fuel "PASSES" the emissions criteria, the user creates an e-mail notification and

sends it to CARB. The e-mail notification consists of the **Import Report**, the **PM Flat Batch (Report)** and the **PM Flat Batch (Data)** worksheets.

HOW TO FILL-OUT THESE FORMS

Open the appropriate file. The file will open on the input section of the PM worksheet (Phase 3 CARBOB PM for PM Flat, Phase 3 CARB PM for PM Flat, or Import Report depending on the file you open). Answer the questions and type in the data for the fuel. The yellow cells represent required information; the blue cells represent optional information.

The Predictive Model will calculate the expected emissions from the candidate fuel and state if the fuel “PASSES” or “FAILS” the emissions criteria. If the fuel passes, proceed to the **Import (Report)** worksheet and fill out the remaining information.

Overwrite the first two rows with your company name and address. CARB assigns the facility code, please call Luz Amanda Ciccarelli to obtain your **CARB code** and also to decide with her the **Facility ID** number.

When filling out the **FIRST** notification, enter “Y” into cell D9, make sure cell I11 is empty (has no data). Skip the notification ID number and proceed. The Notification ID Number will be automatically assigned for this import notification in cell I9 when you enter the date of notification, which must be entered in the specified format (mm/dd/yy).

When filling out the **FINAL** notification for this import, enter “N” into cell D9. Type in the Notification ID Number (the same one assigned to the FIRST notification for this import) into cell I11. CARB uses the Notification ID Number to link the FIRST notification to the FINAL notification.

Proceed and finish filling out the form. The time must be entered in the specified format (hh/mm). Use the comment line to provide CARB any information you consider important or for a brief explanation of a correction

This form allows the reporting of only six tanks or compartments at a time, providing that the fuel in all tanks complies with the same PM.

Note: The fuel information you already entered into the input section of the PM is automatically copied into the respective cells of the **PM Flat Batch (Report)** worksheet and the **PM Flat Batch (Data)** worksheet. You do not need to enter any information into any of these forms. If you wish to change the fuel information, do so on the **Phase 3 CARB PM for PM Flat** or the **Phase 3 CARBOB PM for PM Flat** worksheet.

Importers that have a Protocol with CARB: Each importer of CaRFG that has a Marine Vessel Protocol or a Cargo Tank Truck Protocol with CARB is required to send a **FIRST** and a **FINAL** notification to CARB. The FIRST notification must be sent five days before the import arrives at the receiving terminal.

CARBOB Model – Ethanol volume percent: When using the CARBOB model spreadsheet, the value for the “Ethanol vol%” is defined as the volume of the denatured ethanol divided by the volume of the finished gasoline after the denatured ethanol is added.

The Ethanol vol% that you (the producer of the CARBOB) report to CARB must be the same as the Ethanol volume percent you are instructing the downstream oxygenate blender to add to the CARBOB.

You may state the volume percent as a single value or as a range. To specify a range, enter the minimum and maximum Ethanol vol% values of your chosen range into the respective columns on the **Phase 3 CARBOB PM for PM Flat** worksheet. To specify a single volume percent value, enter the same percent value in both the ETOH vol% (MIN) and the ETOH vol% (MAX) columns on the worksheet.

HOW TO SAVE THESE FORMS

To save these forms:

1. Left-click on the **Import Report** worksheet. Notice that the tab for the worksheet is highlighted in white (as opposed to gray) at the bottom.
2. Highlight the corresponding **PM Flat Batch (Report)** and the **PM Flat Batch (Data)** worksheets at the same time. Do this by putting the cursor on the tab at the bottom of the PM Flat Batch Report worksheet, press and hold the **Control Key** and left-click the mouse at the same time. Repeat these steps to highlight the PM Flat Batch (Data) worksheet. The three worksheets should now be highlighted.
3. Put the cursor on one of the highlighted tabs and right-click the mouse. A window listing several options opens up. Left-click on the option **Move or Copy**. Left-click on the pull-down menu under the heading **To book**. Place the cursor on **(new book)** and left-click. Left-click OK. Now you have created a new file that contains only the three worksheets that you move to the new book. It is important to always save these three worksheets together in the same “new book”.

Now, when this file is attached to your e-mail to CARB, you will be sending only three pages of forms instead of the entire Excel spreadsheet.

4. Go to **Save As**, and save the file by using the file-name format shown below: (NOTE: If the file-name format for your company does not appear below, please call Luz Amanda Ciccarelli at 916-327-2942 to receive your format.)
5. It is very important to use this file-name format to facilitate the filing of your data in CARB's database.

Importer Name-Import-Vessel Name-FIRST or FINAL, Notification ID # ...

Examples of **file-name** formats:

Trafigura-Import-Vessel Name-**FIRST**-ID # 200503

Trafigura-Import-Vessel Name-**FINAL**-ID # 210303

BP West Coast-Import-Vessel Name-**FIRST**-ID # 220403

West Port Petroleum-Import-Vessel Name-**FIRST**-ID # 250403

6. If there is a need to send CARB a revision to a previously submitted notification, please type **(REVISION)** after the ID number in the file name.

For example:

Trafigura-Import-Vessel Name-**FIRST**-ID # 200503 (REVISION)

E-MAILING YOUR NOTIFICATION TO CARB

Luz Amanda Ciccarelli is currently the staff person in charge of the CaRFG notifications. Please address your e-mail to Luz Amanda at:

lciccare@arb.ca.gov

(Please note that the first letter in Luz Amanda's address is a lower-case "L", not a capital "I")

SUBJECT TITLE FOR THE E-MAIL

To facilitate CARB's internal handling of your e-mail messages, please use the following **Subject Line** format in your e-mail: (NOTE: If the Subject Line format for

your company does not appear below, please call Luz Amanda Ciccarelli at 916-327-2942 to receive your format.)

Importer Name, Type of Gasoline, FIRST or FINAL, Notification ID # ...

Examples of **e-mail title**:

BP West Coast, CARBOB, FIRST, Notification ID # 210403

Trafigura, CARBOB, FINAL, Notification ID # 200503

West Port Petroleum, FINAL, Notification ID # 250403

If there is a need to send CARB a revision to a previously submitted notification, please type **(REVISION)** after the ID number in the Subject Line.

For example:

Tesoro, CARB, FINAL, Notification ID # 230503 (REVISION)

E-MAIL RECEIPT CONFIRMATION

CARB understands that most e-mail programs/systems have a means for the e-mail sender to receive confirmation that his/her e-mail message was successfully delivered to the recipient e-mail server and a second confirmation that the recipient (Luz Amanda Ciccarelli) received the e-mail message. If you wish to receive such confirmation, please check with your e-mail program or provider for the correct settings for your computer. CARB will work with you in whatever way we can to help you set-up and test this confirmation mechanism before you put it into official use.

E-MAIL SECURITY

CARB also understands that most e-mail programs/systems have a means to secure e-mail messages with a password. If you wish to password-protect your e-mail messages, please contact Amanda at (916) 327-2942 and give her the password to open your e-mail messages once they arrive at CARB. This password will remain confidential between Amanda and your e-mail sender.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that you send your e-mail will be treated in the same manner as the faxing date and time that we have used in the past notifications. And, (as most companies have already agreed) it is treated as the date and time of the "start of

physical transfer”. However, on a rare occasion when a company may want to send CARB a notification on a Monday, for example, for a batch of gasoline that the company will start transfer on Wednesday, entry blanks have been included on these report forms for the company to designate a future start date.

DEFENSE AGAINST LATE OR “NOT RECEIVED” E-MAIL MESSAGES

A question has been asked regarding how an importer can defend against the fact that it sent an e-mail but CARB did not receive it and has no record of it in CARB’s e-mail system. In the past, CARB has accepted fax transmission documentation that a fax was sent to CARB even though CARB did not receive the fax. We anticipate that we will accept e-mail transmission documentation provided by the importer if Amanda does not receive the e-mail. However, CARB retains the right to investigate and perhaps not accept the company’s e-mail transmission documentation if CARB has reason to suspect the validity of that documentation.

CARB’S E-MAIL SYSTEM

CARB’s e-mail program is Netscape Messenger.

BACK-UP OPTIONS

In the event that the e-mail reporting procedure is not successful, the current fax number still available for this purpose. Fax number (916-445-0884). The third option is to call Luz Amanda Ciccarelli’s phone line (916-327-2942) and leave a voice message with all the required information.

SENDING A REVISION

If you need to revise a notification that has already been sent to CARB, please include in the e-mail a paragraph briefly explaining the incident that has led to the revision and specify the data you wish to revise. The data you are revising should also be included in the comment line of the report form. The word **(REVISION)** should follow the batch # in the name of the file and in the title for the e-mail.

As our normal procedure, a letter addressed to Mr. Mark Stover, Manager, Fuels Enforcement Section should be sent to CARB. This letter should more fully explain the incident that led to the revision, the incorrect and correct data and the procedures that the importers are implementing to prevent these errors from occurring again.

LET US KNOW IF WE CAN HELP

If you need any assistance with this procedure, please call Luz Amanda Ciccarelli at 916-327-2942 or send her an e-mail to lciccare@arb.ca.gov